

## **SWANLAND VILLAGE HALL**

### **MINUTES OF THE ANNUAL GENERAL MEETING held at the village hall on Thursday, November 19<sup>th</sup>, 2020 via Zoom.**

**Present :** Sheila Ireland (Chair and trustee)  
Terry Phillips (Trustee)  
Allan Quartermann (Trustee)  
Rebecca Edge (Trustee)  
Keith Carpenter (Trustee)  
Neil Bowerman (Trustee)  
Colin Hill (Trustee)  
Marion Riley (Trustee)  
Yvonne Dumsday (Trustee)  
Janie Thoresby (Trustee)  
Chris Page (Trustee)  
Andy Page (Trustee)  
Russ Garbutt (Trustee)  
Graham Latter (Swanland resident)

The chair welcomed everyone to the meeting and thanked them for attending.

#### **1. APOLOGIES**

Apologies were received from Val Milne (trustee) and Paul Hopton (Parish Council representative and trustee).

#### **2. MINUTES OF THE PREVIOUS MEETING.**

The minutes of the annual general meeting held on Thursday, August 22<sup>nd</sup>. 2019 were approved and the chair was authorised to sign them.

#### **3. MATTERS ARISING**

The number of website 'hits' recorded in the minutes was incorrect. It was recorded as 32000 per year but it is actually 3200.

Graham Latter gave a website update. The current rate of people accessing the village hall website is currently around 200 per month.

The website will be updated with trustee changes following resignations and appointments.

**ACTION POINT – trustees were requested to send a brief bio and photograph for the website if they are not shown on the website.**

#### **4. CHAIR'S REPORT**

The chair presented her report for the period January 1<sup>st</sup> to June 30<sup>th</sup>, 2019 (the old charity 1107061)

Sheila explained that the hall continued in this period to offer a service to all residents of Swanland and bookings were at a high level in the period.

Hire charges were reviewed and a small increase in charges of 1.5% was implemented on January 1<sup>st</sup>, 2019. The system of differential rates was changed to one where community events have a preferential rate as opposed to commercial activities. All routine checks and the maintenance programme continued and the car park bollard was renewed following damage.

### **Board of Trustees**

In 2018 the only change to the Board of Trustees was the resignation of Lee Sanderson as the Parish Council representative who was replaced by Paul Hopton on June 30<sup>th</sup>.

### **Staffing**

Our long time caretaker Andrew Short retired on April 30<sup>th</sup> our long time cleaner Helen Short retired at the end of May. They were replaced by Lee Pedge (from April 15<sup>th</sup>) and Sharon Davis (from April 8<sup>th</sup>).

### **Finances**

The finances of the hall continued to be satisfactory through this period.

### **Charitable Incorporated Organisation (CIO)**

During this period we continued our negotiations and planning to become a CIO. The final step was to renegotiate the lease on the village hall with the Parish Council as they wanted a dispute resolution clause to be inserted. The new charity began to operate from June 30<sup>th</sup>, 2019.

Sheila thanked the trustees, staff and volunteers for their continued support and all users of the hall for their loyalty and the care they take in maintaining this valuable facility.

## **5. ADAPTION OF TRUSTEE REPORTS AND FINANCIAL STATEMENTS**

The trustees' report and financial statements for the period January 1<sup>st</sup> to June 30<sup>th</sup>, 2019 were presented by Rebecca Edge.

The income in the period was £22862 and outgoings were £18430 with a surplus of £4432. The finances were transferred to the new charity on July 1<sup>st</sup>, 2019.

Neil asked what the restricted funds shown in the accounts were and Rebecca stated this was the funds from the 100 Club that must be used for improvements within the hall or purchases of resources for use by hirers.

The trustees were all in favour of adopting the accounts and financial statement from the old charity.

**6. ELECTION OF TRUSTEES**

Sheila stated this item no longer applies as we are now a CIO. Under our old constitution trustees had to resign and be re-elected each year but under CIO trustees are given a set length of tenure. Therefore, there is no longer a need to elect trustees at this or future AGMs.

**7. ANY OTHER BUSINESS**

Graham Latter asked if he was entitled to vote at AGMs but Sheila advised him this was not possible.

The meeting closed at 7.35 pm.

Signed .....

Date .....